

ATI EVENTS

SEPTEMBER 15, 1996

NEWS FROM THE DIRECTOR

Our action planning should pick up speed Autumn quarter once everyone is back. Don't forget to check the library, farm office, division files, and your attachment file for action plans which have been approved or are in need of your input. To date, 44 action plans have been drafted, 5 are out for campus review, 13 have been approved, and one has been sent back to the review team for further consideration of campus reactions. Margaret Hile is still trying to schedule meetings for the other 25 review teams, and several new action plans are being drafted by various members of our campus community. If you do not have (or cannot find) a copy of the 1995-2000 Strategic Plan, please see Margaret for a copy.

The first issue of Ohio State ATI's On Campus Newsletter for students is targeted for distribution on October 2. Please send your articles or notes for the Newsletter to Michelle Wood by September 24.

Congratulations to Gary Anderson, who has been invited to serve on the College of Food, Agricultural, and Environmental Sciences Promotion and Tenure Committee for a 3-year term. Gary has accepted these responsibilities.

Members of The Ohio State ATI Alumni Society approved their revised constitution at the football brunch on September 7. The new document presents in greater detail duties of the board of governors, officers, and advisors, as well as expenditure policies, society meetings, and committees. Tom Zimmerman and Ella Copeland are serving as co-advisors, attended the brunch, along with about 100 other faculty, staff, alumni, and guests. If you could not attend the brunch and/or the game, several alumni will be attending Family Day on September 28 and would enjoy visiting with you!

Thanks to all of you who participated in the 1996 Campus Campaign. A total of 37% of ATI's employees participated this year, contributing nearly \$9000. If we add gifts that were designated to ATI from elsewhere and add those gifts from employees which were designated to ATI, a total of \$14,110 was given to the Institute. That's really great news and a solid showing of support. Thanks again to Mark Headings and Ella Copeland for their leadership role in assisting Sandy Lueschen with the campus solicitation efforts.

I've attached some A.R.M.S. facts and information sources to this issue of ATI Events for those of you (me included) who are trying to stay informed regarding this major initiative.

The Campus Culture CQI Team, under the leadership of Mark Headings, will be conducting the introductory and exit interviews with Dr. Chuck Lofy, the change consultant from Minneapolis who will be with us September 17-20. Schedules have been distributed to all campus employees and your supervisors will be in touch to remind and encourage you to attend the various sessions.

As per my broadcast message, there will likely be some schedule conflicts, especially on September 20 when Greg Oliver will be speaking about "The Seven Habits of Successful People" at Ohio State ATI's "Fall Fling." All faculty and staff are invited to this Teaching Committee sponsored event to be held at OARDC's Fisher Auditorium from 9:00 a.m. - 2:30 p.m. (remember that reservations are required). If you wish to visit with Dr. Lofy, and the "Fall Fling" or other conflicts prevent you from meeting with him, please check with your supervisor to arrange to join another group at another time.

Don't forget the Director's BBQ Chicken Dinner Welcome Days activity between 5:30 - 6:30 p.m. on Tuesday, September 24! This is for faculty and staff and their families, as well as students. You must stop by the Information Table in Halterman Hall just outside of Admissions to pick up your free tickets sometime on Monday or Tuesday.

Ohio State ATI's Silver Anniversary activities begin September 28 in conjunction with Family Day. The kick-off celebration will feature Dr. Jerry Halterman, Dr. Dan Garrison (I'll probably say a word or two also), self-guided tours for visitors, students' family members and friends, and there will even be a birthday party that afternoon. All this, mixed with Woosterfest activities in downtown Wooster, makes for a terrific weekend. If you missed receiving the brochure describing these events, check with Committee Chair Tom Bowman, who probably has a few left. Hope to see you there!!!

NEWS FROM ACADEMIC AFFAIRS

Gail Miller has been selected to replace Phil Grimm as Program Director for Upward Bound. She will begin on September 18. Please join me in welcoming Gail back to ATI.

The CQI Registration Team has completed its assigned task. The team made 12 recommendations of which 7 have been implemented, three are on-going and 2 recommend further study prior to implementation. Thanks to Kim Sayers, Chair, Nancy Brooker, Facilitator, Bill Bauer, Ron Borton, Mike Fulton, Mark Headings, Joy Juersivich and Royce Thornton for your excellent study and report.

EQUIPMENT SAFETY TEST-FROM CHARLIE LEPOLD

In accordance with OSU police, the Equipment Safety Test will again be given this year. All faculty, staff and students who operate equipment greater than 26 horsepower and who have not passed the test previously, must successfully complete the training and testing process.

Two classroom training sessions will be held on Tuesday, September 24, 1996 in SK30. Agricultural students should attend the 9:00 am session and horticultural students should attend the session at 10:00 am.

The written exam will be given on Monday, September 30, 1996 at 3:00 pm, concurrently in rooms SK 100, SK206 and SK137. Students make take the exam at any one of these locations.

STAFF COUNCIL

Met Tuesday, Sept. 10, 1996; reviewed by-laws and constitution; membership accepted revisions proposed by Staff Council.

Brown bag luncheon on Oct. 1, 1996 at Fisher Auditorium, co-sponsored by ATI & OARDC staff councils. This the first of anticipated monthly activities sponsored by both councils. Dates, times, and locations will be announced. The topic of the Oct. session will be H.I.V./A.I.D.S.--presented by a couple with first-hand knowledge. Come, bring your lunch and join in!! (Ideas for future topics are greatly appreciated!!)

ATI Staff are sponsoring an informational meeting with Human Resources from main campus Oct. 17, 1996 from 10:00 a.m.-11:00 a.m.. Any questions regarding Human Resource policies, issues, or procedures should be given to Ray Cline by Oct. 1, 1996. He will forward all questions to Columbus for advance consideration so that answers may be received in a timely manner.

C.P.R. and First Aid classes will begin Nov. 6, 1996 for any interested staff or faculty member. Interested persons should contact Greg Ferrell or Karen Meyers.

Future plans: Feb. 1997-- planning is in motion to invite a representative from P.E.R.S. to come to ATI for an informational meeting.

Any ideas for a staff logo should be given to Ray Cline. The logo is needed for publications and announcements by/from ATI staff.

A special thank-you is given to Pat Harbert, Greg Ferrell, Betty Aylsworth, and Connie Miller for their work on revisions of the ATI Staff Council by-laws.

Due to an oversight, Cheryl Patterson was inadvertently omitted from introductions of Staff Council officers at the ATI Staff meeting--sorry, Cheryl

NEWS FROM HEALTH SERVICES

Community Health and Wellness programs:

9/19/96 - 6:30 - 8:30pm

- * Changing Seasons of a Woman's Life, and
- * Caring for your Aging Parents

9/26/96 - 6:30 - 8:30pm

- * Journey to Delivery: Preconception to Delivery
- * Now You're a Parent: Parenting Skills - Infant Through School Age

Both lecture series are **FREE** and held at Wooster Community Hospital's Auditorium. Please register at WCH Education Department #263-8379.

Be on the "look-out" for a flyer regarding the upcoming program on AIDS/HIV - October 1, 1996 - 12:00 - 1:00 OARDC Fisher Auditorium.

NEWS FROM TECH PREP

Tech Prep will host the guidance counselors (high school and middle school) from Wayne and Ashland Counties for their monthly meeting on Wednesday, September 18. These guidance counselors play a major role in enrolling students in Tech Prep at the high school level.

Betty Aylsworth will present at the National Tech Prep Conference in San Antonio, Texas. The topic to be presented is "Horticulture Technologies--Tech Prep in Rural, Urban, and Suburban Areas."

NEWS FROM ARTS & SCIENCE & BUSINESS

George Kreps and Linda Houston participated in the Kenneth W. Reisch Student-Centered Learning Workshop at Mohican State Park Lodge, September 9-12, 1996. The workshop was the kick-off for Project Reinvent's SCLI (Student Centered Learning Initiative).

Mark Headings recently reviewed and edited an article submitted for publication in the Journal of Entomological Science that is published by the Georgia Entomological Society.

NEWS FROM UNIVERSITY POLICE

There has been some changes in personnel for the campus police. First, Thomas Wilfong has been hired as a full time public safety officer, a position vacated by Adam Chellis. Tom has a background in military and civilian police service with an extensive training record. Most recently, Tom was the chief of police for Smithville. Officer Wilfong will become our firearms instructor and liaison for training with OSU Police in Columbus. Tom lives in Orrville with his wife Norma and their four children. Norma is a dispatcher for the Orrville Police Department. Tom's first day will be Tuesday, September 17th.

A new auxiliary university law enforcement officer has been added to the Wooster campus department. Randy Gard joins Mike Priest and Judy Cox in providing supplemental police assistance, such as extra duty for Fisher Auditorium events, covering full time officers' days off, and other special details. Randy has been a reserve deputy sheriff with Wayne County and is currently a reserve police officer with the Wooster Police Department. Randy works full time at OARDC and lives in Wooster with his wife.

Some of you may have noticed the 20MPH School Zone signs are gone on Dover Road by Wooster Township School. So, what do those new signs mean? There have been changes in the last year or so concerning School Zones. For the 20MPH zones to be legal, busses must load and unload on the street. Since Wooster Township doesn't, the new signs have been erected. Yellow traffic signs mean "recommended speed" as opposed to an actual speed limit. The state

is suggesting you slow to 35MPH when the lights are flashing. If you're driving 55MPH through this area and you hit a bus or school kid, you could be cited for disregarding the recommended speed. Confused yet? Just slow down and you'll be OK.

An equipment audit is coming to your neighborhood real soon. Be prepared to find or account for all those wonderful items on the OSU Inventory. Now, this is real police work! Since our last article in ATI Events, only two criminal cases and one traffic accident were reported as of September 12th which included petty theft and criminal mischief. The accident involved a driverless car hitting a tree, and all were on the OARDC campus. Three non-criminal reports were initiated and they included two assists to other police agencies and one off-campus incident.

NEWS FROM DISABILITY SERVICES

Reminder: Workshop Today!!

September 16 at 2:00

Working with Students Who Have Physical Disabilities

Jim Baker, Counselor

Residence Hall classroom

****Come to learn more about physical disabilities and accommodations for such disabilities. Bring your questions with you.****

New Attention Deficit Disorder Support Group: A new group called the ADD/ADHD Circle will have its first meeting on September 24, 1996. The structure of the group should offer education, support and advocacy for both adults who have ADD/ADHD and parents of children who have the disorder. Regular meetings are planned for the 4th Tuesday of each month from 7:00 to 9:00 pm. If you or someone you know has ADD or ADHD, please feel free to attend the meetings.

ADD/ADHD Circle

September 24th 7:00pm to 9:00pm

Continuing Education Room A

Contact Tanya Kunze or Karen Myers for more information.

Mark Your Calendar! Ann Yurcisin, the new Director of the Office for Disability Services (ODS), will be on the ATI campus next month to get to know more about us. Ann has been a national leader in the field of postsecondary disability services, and the ODS staff is extremely excited about her appointment with OSU. So, please plan to attend one of the two brown bag faculty/staff meetings with Ann on that day. (You can actually attend both meetings if you wish!) This will be a chance for her to get to know all of you and to know the concerns that you may have about serving students with disabilities here at ATI.

October 22nd

Student meetings

10:30am and 11:00 am

Continuing Education Room A

First Faculty and Staff meeting
12:00 pm Continuing Education Room A

Second Faculty and Staff meeting
1:00 pm SK 206

NEWS FROM ADMISSIONS:

Another New Hire: On Monday, October 10, our 75%-time Admissions Counselor, Denise Hollingsworth, will begin. (You might want to learn her name as *Denise Porter*, since she is getting married between now and the time she will begin her position here.) Denise is currently an administrative assistant in Internal Medicine on the Columbus Campus. She earned her bachelor's degree in business administration from Kentucky Christian College. Denise will be overseeing the Admissions Outreach Team (telemarketing) and assisting with various other admissions activities.

Early Application Mailing: We are mailing a viewbook (which includes the application for admission) and VisitATion Days flier to all high school seniors on our database. We hope to see the classes continue to grow larger in number!

Canadian Visitors: Mark Thompson, Mike Kauffman, Joe Litt, and Terry Meek hosted a busload of 31 students from the Ridgetown College of Agricultural Technology in Ontario, Canada, who were visiting farms in the area.

NUMBERS: Autumn 1996 as of September 2, 1996 (compared to September 3, 1995):

APPLICATIONS

'95 '96
458 506 (up 48)
(up 10.5%)

ADMITS

'95 '96
406 451 (up 45)
(up 11.1%)

ACCEPT. FEE PAID

'95 '96
296 316 (up 20)
(up 6.8%)



Information Systems
Steering Committee

Administrative Resource
Management System (A.R.M.S.)

J. Leonard Camera Center
Residential Building
2050 Kenny Road
Columbus, OH 43221

Phone 614-688-3322
FAX 614-688-3330 - 5th floor
FAX 614-688-3372 - 6th floor

A.R.M.S. Project Information Sources

The Administrative Resource Management System (A.R.M.S.) Project has an extensive communications plan that is designed to keep the university community informed about the project. The following is a list of information sources included in the plan and how these sources may be accessed.

1. *onCampus* - "*A.R.M.S. Time & Change*" - Approximately once each quarter, the A.R.M.S. Project publishes a two-page insert in *onCampus* entitled "*A.R.M.S. Time & Change*." This publication is being used to reach the university faculty and staff, and it reports current project status, expected benefits and changes that will occur when A.R.M.S. is implemented. *onCampus* is mailed to employees and can be picked up in several campus buildings.
2. *A.R.M.S. UPDATES* - A.R.M.S. UPDATES are periodically sent via electronic mail to individuals in university departments who are involved with the human resources, financial or technical operations in their departments. To be added to the A.R.M.S. UPDATE mailing list, send your name, e-mail address, department name, and phone number to beall.2@osu.edu.
3. *World Wide Web/OASIS* - A.R.M.S. Project information is maintained on the World Wide Web at <http://www.arms.ohio-state.edu> and on OASIS under "OSU Administration." This information provides a report on the activities and results of each phase of the project. Access to World Wide Web or OASIS may vary depending on your computer setup, so please check with your department's technical support person for specific instructions.
4. *College/Department Newsletters* - Once each quarter, a news release is prepared and mailed to vice presidents and deans for consideration in any college or departmental newsletters. The releases report on the A.R.M.S. Project progress.
5. *Newsgroups* - Four electronic newsgroups have been established for faculty and staff members to pose questions and receive answers directly from the appropriate A.R.M.S. team members. These newsgroups can be subscribed to using newsreaders such as Trumpet Newsreader and Newswatcher or via a World Wide Web browser such as Netscape. The newsgroups are as follows:

osu.arms.general
osu.arms.financial
osu.arms.humanres
osu.arms.technology

Please check with your department's technical support person for assistance to subscribe to one or more of the A.R.M.S. newsgroups.

(revised 8/7/96)

A.R.M.S. Facts

WHAT ARE THE OBJECTIVES OF THE A.R.M.S. PROJECT?

- To implement redesigned OSU financial processes and systems (General Ledger, Budgeting and Financial Reporting)
- To implement redesigned OSU human resources processes and systems (Personnel, Benefits and Payroll)
- To implement technology to support the redesigned financial and human resources systems (hardware, software and networks)
- To provide training for the university community to ensure a successful transition to the new processes and systems
- To establish a technology infrastructure to support future improvements to the university's information systems

WHY DO THE A.R.M.S. PROJECT?

- To support OSU's academic mission
- To redesign inefficient, manual, paper-based processes and systems
- To meet increasing demands from federal and state agencies; reduce reporting deficiencies which are putting the university financially at risk
- To eliminate current outdated systems which are expensive to maintain and limit access to information

WHEN IS A.R.M.S. SCHEDULED TO HAPPEN?

- April 1997-July 1998 - Various Human Resources modules
- March 1998 - Budget Administration
- July 1998 - General Ledger

WHO IS MAKING A.R.M.S. POSSIBLE?

- Strong support from OSU Board of Trustees
- OSU senior administrators
- A.R.M.S. Advisory Committee consisting of OSU faculty and staff
- A.R.M.S. Project Team consisting of employees from OSU, Andersen Consulting and American Information Systems
- Office of Finance and Office of Human Resources personnel
- University Technology Services personnel
- OSURF and University Hospitals personnel
- Departmental fiscal/human resources personnel

WHAT WILL CHANGE WHEN A.R.M.S. IS IMPLEMENTED?

- Forms and reports will be on-line vs. paper based.
- Time needed to complete human resources and financial processes, such as hiring staff or recording financial transactions, will be reduced.
- Documents will be sent on-line for review and approval, as appropriate, vs. manually delivering paper copies for signature.
- Faculty and staff will update personal and benefits information via interactive voice response systems or computers.
- On-line help will be available for faculty and staff members using human resources and financial systems.
- Available university policies and procedures will be on-line.
- A technology infrastructure will be established for future administrative systems.

WHAT WILL THE BENEFITS BE TO OSU FACULTY AND STAFF AS A RESULT OF A.R.M.S.?

- Streamlined financial and human resources processes
- Elimination of many forms due to new on-line processes
- Financial and human resources information will be available in the format needed, when it is needed
- Better accountability for the use of human and financial resources
- Enhanced technology for teaching and research
- Direct and indirect savings of financial resources
- Reduced time to complete human resources and financial processes (i.e. hiring a new employee, recording income and expenses), and more time for supporting the university's academic mission
- Simplified and less time consuming report preparation for federal and state agencies